

DEPARTMENT: Environmental Services

REPORTS TO: Higher level Public Works Personnel

SUPERVISES: None

DEFINITION:

This is an entry level Public Utility Worker classification and is flexibly staffed to allow reclassification to Public Utility Worker II when requirements for reclassification are met. Performs routine entry-level installation, maintenance, and repair assignments to support City street, water, stormwater, wastewater collection systems, and parks system operations.

DISTINGUISHING CHARACTERISTICS:

The Public Utility Worker I classification is distinguished from the Public Utility Worker II classification by the performance of entry-level public works assignments and by the absence of any requirement to have specific licenses or certifications.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Uses a variety of hand and power-operated tools and equipment such as shovels, picks, hand and small riding mowers, power hacksaw, drills, and jackhammer.

Reads and records meter activity on assigned routes; leaves notices at customer homes; troubleshoots customer water leaks.

Removes and replaces broken meters; insulates meter boxes. Maintains related records.

Assists in the installation or repair of main water, stormwater and wastewater collection lines, manholes and catch basins.

Assists in the inspection of wastewater collection and storm lines, manholes and catch basins manually or through remote cameras; participates in installing or repairing wastewater collection and storm lines and laterals.

Participates in the installation, maintenance, and repair of roadways, sidewalks, and bridges. Removes damaged road areas for excavation; prepares streets for overlays and slurry seals; patches, fills potholes, paves and sweeps.

Maintains city lots and right-of-ways; mows, sprays, weeds, and trims trees. Removes debris and illegally dumped garbage from City property. Maintains barricades, street signs, and other traffic control devices.

Maintains parks, open spaces, and greenways, mows, trims and edges sidewalks, islands and median strips. Pulls weeds, prunes shrubs and other related duties using hand tools.

Operates light-duty trucks in picking up and delivering materials and supplies and to collect and remove debris from different locations as assigned.

Assists in the preparation, construction and maintenance of park fixtures and facilities such as restrooms, playground equipment, exercise equipment, benches, tables, signs, trails and bridges.

Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to other City staff.

OTHER JOB FUNCTIONS:

Maintains and services assigned equipment; changes oil, air filters, and mower blades. Performs basic repair of hand tools.

Prepares and maintains logs and records of daily work activity including time, materials, and equipment utilized.

Participates in snow removal operations as necessary.

Performs other related duties as assigned.

WORKING CONDITIONS:

Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Regular lifting of objects and equipment ranging in weight from 25 to 100 lb. is required. Subject to 24 hour call back for emergency conditions.

QUALIFICATIONS:

Knowledge of:

- Basic maintenance and repair methods and procedures used in assigned area.
- Safety practices and procedures applicable to area of assignment.
- Safe and effective operating practices of light equipment used in assigned area.

Ability to:

- Operate light equipment and power tools used in public works maintenance operations.
- Work independently or as part of a crew.
- Perform heavy manual work under confined and uncomfortable conditions.
- Perform routine arithmetic calculations.
- Communicate effectively and courteously with City employees and the public.
- Understand and follow oral and written instructions.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School diploma or G.E.D.; experience in road, water, sewer, parks maintenance or general maintenance is desirable.

Licenses, Certificates, and Other Requirements:

Valid driver's license

First Aid and CPR Certification

Approved: 7/1/92

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Union Code: GU

FLSA Status: NE